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Tuesday/Thursday Breakfast Social and Discussions

October 3, 2013

Highlights – The SJB Group DBE Supportive staff Mr. Kenyatta Sparks (Program Assistant) and Ms. Grace E. Chatman (Communication Specialist) held a meeting with Chris Hitchens of CLH Builders. Mrs. Remy Graves, LADOTD DBE Program Manager was also in attendance. Mr. Hitchens has been certified as a DBE for two years. We shared pertinent information about the DBE Supportive Services Program and our role as the DBE Supportive Services Consultant for LADOTD which is to assist DBEs in becoming viable businesses, capable of competing for and performing on federally-assisted projects. Although he has not performed any highway construction work, he is excited about using our services to assist him with expanding his business in that direction. He received hands on instruction to maneuver LADOTD's website and was given a copy of the DBE Welcome Booklet which also provides information about the website. For informational purposes he was given our Directory of Prime Contractors Booklet which provides business and contact information for contractors that have done business with LADOTD. We also provided Mr. Hitchens with the contact information for Mrs. Juanita Linton, LA DOTD SBE Program Manager, to assist him with getting his SBE Certification.

We thank Mr. Hitchens for taking time out of his busy schedule to meet with us and we look forward to working with him. If there are other DBEs interested in attending a Breakfast Social Discussion meeting, please call Mr. Sparks at (225) 769-3400. These meetings are normally held on Tuesdays and Thursdays from 8:30 am to 9:30, at the SJB Group Office, 5745 Essen Lane, Suite 200, Baton Rouge, Louisiana.



OSHA SAFETY

"Avoiding Mercury Exposure from Fluorescent Bulbs"

Metallic mercury poses health risks from inhalation and skin exposure. Tubular or compact fluorescent bulbs contain small amounts of the metal mercury sealed inside. If fluorescent bulbs are broken, small amounts of mercury will be released into the environment. Proper cleanup will reduce worker's exposure to the low levels of mercury anticipated when a fluorescent is accidentally broken.

How Workers Can Be Exposed

- Breathing mercury vapor in the air.
- Skin contact with mercury.

Health Effects and Symptoms

- Signs of mercury poisoning include tremors, mood memory or coordination changes; and skin irritation or allergy.
- Exposure to mercury can harm unborn children.

Preventing Accidental Breakage

- Handle bulbs carefully and store away from workers.
- Package bulbs in a sturdy container to prevent breakage.
- Label containers of fluorescent bulbs.

Safe Cleanup of Broken Fluorescent Bulbs

- Notify workers and tell them to stay away from the area.
- Open any windows and doors to air out the room.
- Do not use a broom or vacuum cleaner unless the vacuum cleaner is specifically designed to collect mercury.
- Wear appropriate disposable chemical-resistance gloves.
- Use a commercial mercury spill kit if available, or scoop up pieces of glass and powder with stiff paper of cardboard to avoid contact with the broken glass.
- Use sticky tape to pick up any remaining pieces of glass.
- Wipe down hard floors with a damp paper towel.
- Place all pieces of glass and cleanup materials in a sealable plastic bag or a glass jar with a lid.
- Wash your hands thoroughly after cleanup.

“Meet The Primes”

Our “Meet the Primes” event was held in New Orleans, Louisiana on October 17, 2013. The SJB DBE Supportive Services staff and the LADOTD Compliance Programs staff joined together once again to host another spectacular event. There were approximately 60 attendees, which included prime contractors, engineering firms, LAGC-New Orleans, RTA, Louis Armstrong New Orleans International Airport, LA DOTD, Federal Highway Administration, and DBEs. This event enabled the DBEs to meet face-to-face with prime contractors and engineering firms of interest to market their company and services for future business projects. And, it also gave DBEs an opportunity to network with and build business relationships with other DBEs.

The feedback received about the event was very positive, and the DBEs in and around the New Orleans area were very appreciative that we hosted this event in their area.

We strongly encourage all DBEs to follow up with every firm they had a chance to communicate with. In conjunction with the DBEs following up, SJB will be contacting all attendees to:

- See what we can do to facilitate further communications between you and the prime contractor/engineering firm
- Determine what additional training or seminars would be beneficial to your success
- Invite you to our DBE Breakfast Social Discussion meetings held on Tuesdays and Thursday from 8:30 am to 9:30 am at our office in Baton Rouge

SJB will also be hosting upcoming events. Be sure to check your emails so that you can plan accordingly to attend the events. Items tentatively on the schedule are:

- Bidding/ Estimating Seminar
- Public Speaking-Body Language, Marketing Your Firm
- Forum on Payment process
- Networking Opportunities

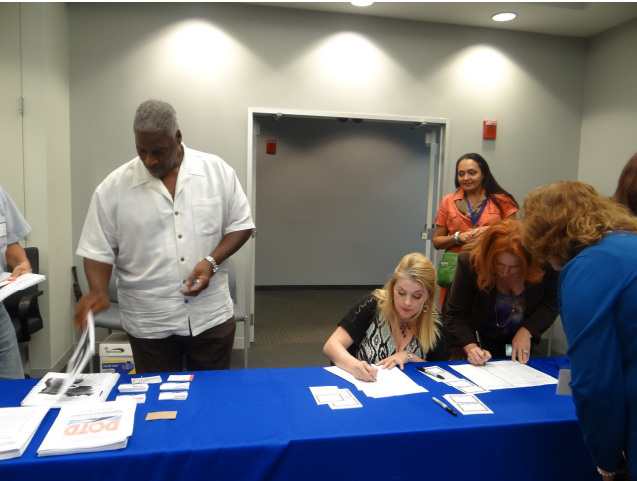
We truly appreciate all that were able to attend and we look forward to seeing you at our next event. And if you need any assistance from the SJB Group DBE Supportive Services staff (Mrs. Jackie des Bordes, Mr. Kenyatta Sparks, and Ms. Grace Chatman), please give us a call at (225) 769-3400.

A sincere thanks to New Orleans Regional Planning Commission (NORPC) for the use of their building for the event and to Mr. Nic Richard for graciously accommodating us.

"Meet The Primes"



"Meet The Primes"



UPCOMING WORKSHOPS....

How to Prepare a Loan Package for a Lender

Tuesday, October 29, 2013 5:00 PM to 7:00 PM

Come learn the steps and process for preparing a loan package and financing for your small business.

Location: [LSBDC at Southern University: Main Office, *Baton Rouge](#)

Veterans Win at Business

Wednesday, November 06, 2013 8:00 AM to 10:00 AM

This breakfast social will provide information on veterans small business resources for both startup and existing businesses to include *Financing Your Business, *Winning Government Contracts, *Veterans Certifications *Updates on Barksdale Air Force Base and Global Strike Command projects *Veteran Business Success Stories *Resources for Veteran Entrepreneurs. Cost is \$15. Register by Nov. 1 @ 677-2530 or online at www.nwlagpc.org.

Location: [Hilton Garden Inn/Homewood Suites, Hilton Garden Inn/Homewood Suites, Bossier City](#)

Fee: \$ 15.00

Small Business Outreach Session in Honor of Veterans Day

Thursday, November 07, 2013 9:00 AM to 12:00 PM

Are you taking advantage of what SBA has to offer? SBA offers programs and services ranging from assisting with drafting a business plan, securing financing, guidance on obtaining a government contract to what it takes to start exporting. The Federal Government spends \$500 Billion annually in goods and services. Certification in SBA's 8(a) Business Development Program, HUBZone Government Contracting Program and certification as a Woman-owned Small Business (WOSB) under SBA's WOSB/Economically Disadvantaged WOSB Federal Contracting Program will provide you an advantage in penetrating the Federal Government Marketplace. SBA's guaranteed loan programs can provide financing for working capital, lines of credit, equipment and inventory purchases, acquiring real estate property for the business, and exporting. We're here to help businesses start, grow, expand and succeed. Allow us to assist you in your development. Workshop Topics: a. Financing – Types of financial assistance available and resources b. GSA Schedule - Presented by Tony Greg, GSA Fort Worth, TX c. Critical certifications and registrations required to secure contracts d. Addressing your bonding needs/requirements. We will invite bonding agents and financial lenders for participant interaction.

Location: [Louisiana Capital Area Chapter of American Red Cross, Baton Rouge](#)

Business Accounting

QuickBooks Tutorial for Small Business Owners

Tuesday, November 05, 2013 9:00 AM to 4:00 PM

This program is primarily for small business owners who are current or past clients of the Louisiana SBDC at UL Lafayette. The purpose of the training is for them to gain more in-depth knowledge of the QuickBooks accounting software used in their businesses. The program will start at 9AM and break for lunch at noon, then continue at 1PM, concluding at 4PM. For details please contact our office at 337-456-1837. This is a fee-based program the final cost of which will be published soon. The cost per attendee will depend on pre-registration response. More information will follow in the next few weeks on this program and additional follow-on segments. Tentative location for the day-long program will be in the Executive Conference Room, Second Floor, LITE, 537 Cajundome Blvd. (corner of Cajundome and Devalcourt), Lafayette, LA 70506. (Location may change depending on availability).

Speaker: A QuickBooks Certified Accounting Software Expert

Location: [LSBDC at University of Louisiana at Lafayette: Main Office, *Lafayette](#)

UPCOMING WORKSHOPS....

Intermediate QuickBooks

Tuesday, November 12, 2013 2:00 PM to 5:00 PM

A continuation of our popular Basic Level QuickBooks Workshop, this session will assist you with more advanced topics such as: • Inventory Set-up, • Setting Personal Preferences, • Establishing Finance Charges for late-paying customers • Send invoices via e-mail • Creating Classes to Report on Business Segments • Creating an Annual Budget • Defining Sales Taxes And Many Other Areas That Will Make Your Use Of QuickBooks More Efficient And More Enjoyable. • Customizing Reports • Memorizing Reports • Trouble Shooting For Common Bank Reconciliation Mistakes • How To Handle Deposits • Setup For Credit Cards • Learn To Track And Pay Sales Tax • Perform A Year-End Close With QuickBooks. A working knowledge of QuickBooks is needed to grasp the topics presented in this class. This course addresses the activities of the Bookkeeping function and also Management's role in reviewing the information.

Speaker: Richard Melancon, Business Consultant

Location: [LSBDC Greater New Orleans Region: Main Office, UNO Jefferson Center, *Metairie](#)

Fee: \$ 60.00

Business Basics

Starting and Financing Your Business Idea - Mandeville [Register](#)

Tuesday, November 19, 2013 9:00 AM to 12:00 PM

This workshop is highly recommended for all individuals interested in determining the feasibility of their business idea, planning to start or have recently started a small business, seeking a small business loan, or wanting to learn more about business planning. Topics of discussion will include writing a business plan, sources of funds for start-up and expansion, small business resources, and required licenses.

Speaker: Louisiana SBDC at Southeastern Louisiana University

Location: [LSBDC at Southeastern Louisiana University, SLU St Tammany Center, Mandeville/Abita Springs](#)

Business Plan

Business Plan Writing [Register](#)

Wednesday, November 06, 2013 1:00 PM to 4:00 PM

A written business plan enables you to control your business. This seminar covers the detailed parts of a thorough business plan. This seminar is for aspiring entrepreneurs and new ventures. Topics Covered: • What is a Business Plan and what is it used for? • Full Business Plan Planner Workbook • Worksheets for Financial Projections.

Speaker: Mike Pennison, Business Consultant

Location: [LSBDC Greater New Orleans Region: Main Office, UNO Jefferson Center, *Metairie](#)

Fee: \$ 35.00

Computers in Business

Google Training for Small Business - Track 2 [Register](#)

Wednesday, November 06, 2013 5:00 PM to 7:00 PM

If you attended our first installation of the Google Training for Small Business, don't miss out on the second training opportunity! Learn how to use the portfolio of Google tools to benefit your small business. In partnership with Google, the Good Work Network and the Urban League of New Orleans, the LSBDC is proud to offer official Google training sessions for small, thriving businesses throughout the New Orleans area. The second training session will focus specifically on: website creation, search optimization, and the Google Analytics tool. Training is offered directly from Google, with Google Community Leadership Experts on hand.

Location: [LSBDC Greater New Orleans Region: Main Office, UNO Jefferson Center, *Metairie](#)

UPCOMING WORKSHOPS....

eCommerce

[Search Engine Optimization - Hammond](#) [Register](#)

Wednesday, November 06, 2013 9:00 AM to 11:00 AM

Search Engine Optimization (SEO) is the process of making your website stand out to the search engines as an authority on a subject, service or product. Over the years people learned how to work the system and do what has been termed “black hat seo”. This led to poor quality websites ranking highly. In order to stay credible, the search engines had to change their algorithms to improve the quality of search results, making SEO much more complicated (and important). In this workshop we will explore the recent changes in SEO and what you need to do to your website to become or to remain competitive. We will discuss: • Title tags and best practices • Meta descriptions and best practices • Landing pages • URLs and URL structure • Optimizing images • Keyword research • Google analytics • Internal links and backlinks • What not to do • Tools the professionals use • Brief discussion on Pay Per Click Because there are so many different types of websites we will not discuss the specifics of exactly how to implement on your website. We may touch on implementation for WordPress and DotNetNuke. You will, however, leave with the knowledge of how to find more information about implementation.

Speaker: Brian Walker - 5 Stones Media

Location: [LSBDC at Southeastern Louisiana University: Main Office, Southeast Louisiana Business Center, *Hammond](#)

[Search Engine Optimization - Mandeville](#) [Register](#)

Wednesday, November 20, 2013 9:00 AM to 11:00 AM

Search Engine Optimization (SEO) is the process of making your website stand out to the search engines as an authority on a subject, service or product. Over the years people learned how to work the system and do what has been termed “black hat seo”. This led to poor quality websites ranking highly. In order to stay credible, the search engines had to change their algorithms to improve the quality of search results, making SEO much more complicated (and important). In this workshop we will explore the recent changes in SEO and what you need to do to your website to become or to remain competitive. We will discuss: • Title tags and best practices • Meta descriptions and best practices • Landing pages • URLs and URL structure • Optimizing images • Keyword research • Google analytics • Internal links and backlinks • What not to do • Tools the professionals use • Brief discussion on Pay Per Click Because there are so many different types of websites we will not discuss the specifics of exactly how to implement on your website. We may touch on implementation for WordPress and DotNetNuke. You will, however, leave with the knowledge of how to find more information about implementation.

Speaker: Brian Walker - 5 Stones Media

Location: [LSBDC at Southeastern Louisiana University, SLU St Tammany Center, Mandeville/Abita Springs](#)

[Financing and Capital](#)

[Understanding Personal & Business Credit](#)

Thursday, November 07, 2013 5:30 PM to 7:00 PM

This workshop is designed for new small business owners and prospective small business owners. It is intended to help you understand how to manage your credit more effectively and repair problems that could undermine your credit rating. This workshop covers how personal and business credit ratings are established, how to interpret your credit report, how to fix the most common credit report problems, how to develop a relationship with potential lenders, and more.

Speaker: Scott Soignier, Capital One

Location: [LSBDC at LSU Shreveport: Main Office, LSUS Business/Education Bldg. 103, *Shreveport](#)

UPCOMING WORKSHOPS....

5 Steps to Secure Financing

Tuesday, November 19, 2013 1:00 PM to 4:00 PM

Learn what to do before approaching a lender. This seminar will help identify and assess business' financial needs, identify sources of capital, and prepare the essential documents for a lender or investor. Knowing what the lender is looking for and the questions the lender wants answered may improve the chances of obtaining the financing that the business needs. Participants will receive helpful forms to use in preparing a financial package • Key Questions Lenders Want Answered • Worksheets to Determine Start-up Costs, Personal Financials, and Budgets.

Speaker: Michael Pennison, Business Consultant

Location: [LSBDC Greater New Orleans Region: Main Office, UNO Jefferson Center, *Metairie](#)

Fee: \$ 40.00

Franchising

Franchising 101 for Veterans - Mandeville

Thursday, November 14, 2013 10:00 AM to 12:00 PM

The military taught you self-discipline, leadership and teamwork. Are you ready to use those skills by owning your own business? Who doesn't love the idea of being their own boss, controlling their own destiny? This event is open to all veterans (and their families) who are thinking about going into business for themselves. During this detailed 2 hour session, you will learn more about business ownership and be exposed to the numerous options available in the franchise world. Topics will include: • Benefits of franchise systems • Who is right for the franchise industry? • How to find the right franchise for you • What are the concept options?

Speaker: Ted Fireman, FranNet of Louisiana Ted Fireman is the owner of FranNet Louisiana. He has owned and operated five businesses including two franchises. He spent 20+ years in the corporate world and has a wealth of knowledge to share with current and potential business owners.

Location: [LSBDC at Southeastern Louisiana University, SLU St Tammany Center, Mandeville/Abita Springs](#)

Government Contracting

How to Register for (SAM) System for Award Management

Monday, November 11, 2013 5:00 PM to 7:00 PM

The System for Award Management (SAM) seminar will guide participants through the registration process for most commercial entities. Companies must be registered in the SAM system in order to receive awards for grants or contracts from the Federal Government. Attendees in the seminar will learn how to avoid the most common mistakes that cause registrations to be rejected or fail IRS validation. In addition, participants will learn details about the representation and certification section of SAM, thus avoiding days of research in understanding various Federal Acquisition Clauses, Federal Statutes, Acts and Laws.

Location: [LSBDC at Southern University: Main Office, *Baton Rouge](#)

8(a) Certification Training

Wednesday, November 20, 2013 10:00 AM to 12:00 PM

Information will be presented on 8(a) eligibility criteria, GLS, Login, application process, and how the programs work. We will also discuss CCR and SBSS registration and provide general information on doing business with the Federal Government. Detailed information will be provided on the primary purpose of the Section 8(a) Program (business development); the eligibility criteria; length of time in business requirement; how the business development and contracting aspects of the program work; the firm's responsibility as an 8(a) Program Participant; Electronic Application process; reporting requirements; the importance of updating CCR registration and the SBSS supplemental profile.

Location: [Louisiana Technology Park, Baton Rouge](#)

UPCOMING WORKSHOPS....

Human Resources

Take the FRIGHT out of Hiring!

Tuesday, October 29, 2013 4:00 PM to 6:00 PM

As a small business you probably don't have a Human Resource Department. YOU are the Human Resources department!! Hiring the wrong person can cost you time, money, and even your business. Do you know how to hire the right person the first time? In this workshop you will learn: How to write effective job descriptions, how much to pay your employees, how to recruit for employees, how to correctly classify your employees, how to conduct an effective and revealing interview. At the end of this workshop you will have: Customized job descriptions for your positions, specific wage ranges, list of best recruitment sources and strategies, rules regarding employee classifications, and customized interview questions to help you select the best employees for your business. This event is co-sponsored by 10,000 Small Businesses at Delgado Community College.

Speaker: About Guest Instructor Jennifer B. Barnett: Jennifer B. Barnett is a leader in Human Resource and Workforce Development arena. For the last 10 years, Ms. Barnett has assisted businesses with understanding and navigating the complexities of the workforce and helping them develop effective hiring practices. She makes complex information easy to understand and gives you tools that can be immediately put into practice.

Location: [LSBDC Greater New Orleans Region: Main Office, UNO Jefferson Center, *Metairie](#)

Fee: \$ 30.00

Human Resource Requirements of Your Business

Thursday, November 21, 2013 3:00 PM to 5:00 PM

Whether you deal with employees or independent contractors, you have certain legal obligations. Find out what they are and what you need to know about the people who work for you. Topics including hiring, pay, termination, discrimination, contracts and non-compete clauses.

Speaker: Al Overman, Business Consultant

Location: [LSBDC Greater New Orleans Region: Main Office, UNO Jefferson Center, *Metairie](#)

Fee: \$ 35.00

Managing a Business

Tuesday, November 05, 2013 1:00 PM to 3:00 PM

This seminar will provide entrepreneurs with a comprehensive overview of the steps to be taken to start a business, the essentials of business planning, and how to determine funding needs for the start-up. Seminar covers: • Items you want to know before starting a business • Preparing for business success • How to start your business • Financing options • Resources for your business.

Speaker: Mike Pennison, Business Consultant

Location: [LSBDC Greater New Orleans Region: Main Office, UNO Jefferson Center, *Metairie](#)

UPCOMING WORKSHOPS....

Holiday Safety for Small Businesses

Thursday, November 07, 2013 5:30 PM to 7:00 PM

This free workshop will teach you how to protect your business during the upcoming holiday season. Even though the bustle and excitement of the season brings happiness and joy, it also has an unfortunate side effect: small businesses face increased vulnerability to crime and other threats. During this workshop learn how to: * deal with shoplifters * handle violent/intoxicated customers * manage parking lot safety * properly close during the holidays.

Speaker: Sgt. Ricky Bacle, Ouachita Parish Sheriff's Office

Location: [LSBDC at ULM Training Event at, Hamilton House Inn, West Monroe](#)

Holiday Safety for Small Businesses

Tuesday, November 12, 2013 7:30 AM to 9:00 AM

This free workshop will teach you how to protect your business during the upcoming holiday season. Even though the bustle and excitement of the season brings happiness and joy, it also has an unfortunate side effect: small businesses face increased vulnerability to crime and other threats. During this workshop learn how to: * deal with shoplifters * handle violent/intoxicated customers * manage parking lot safety * properly close during the holidays.

Speaker: Sgt. Ricky Bacle, Ouachita Parish Sheriff's Office

Location: [LSBDC at ULM Training Event at, Monroe Chamber of Commerce, Monroe](#)

Marketing and Sales

What is (Good) SEO and Why Should You Care?

Tuesday, October 29, 2013 10:00 AM to 11:30 AM

Presented By Shayne Hall of Firefly: • Key statistics about search engine use every business owner should know. • How SEO delivers more leads, sales, and customers • Paid search vs. Organic search - How to get the best ROI from each one. • On-Page vs. Off-Page SEO • SEO Best Practices: Do's and Don'ts • Why content is King and how to rule with it. • Local SEO • Mobile SEO • Video SEO • Social SEO • And much more... • Q & A session at the end.

Speaker: Shayne Hall - Inbound Marketing Specialist, Firefly Digital

Location: [Lafayette Economic Development Authority, Conference/Media Room, Lafayette](#)

Overcoming Fear in the Sales Process

Thursday, October 31, 2013 11:30 AM to 1:00 PM

Fear of rejection is crippling to the sales process. What about those calls you've been putting off? In this Halloween lunch, we'll skip the ghoulish, the spirits and the zombies and discuss the real fears that immobilize us and breed procrastination in the sales process. If you want to increase sales in your business, don't miss this session that may change the course of your business and your life. Come hear about: *Understanding the primal state of fear *Clarity around how fear affects your performance *10 tips to choose from to overcome those obstacles.

Speaker: Everardo Recendiz, Action COACH of Northwest Louisiana

Location: [LSBDC at LSU Shreveport: Main Office, LSUS Business/Education Bldg. 103, *Shreveport](#)

UPCOMING WORKSHOPS....

[LinkedIn for Business - Utilizing the Small Giant of Social Media - Livingston](#)

Wednesday, November 13, 2013 9:00 AM to 12:00 PM

If you're looking to create leads and gain new connections LinkedIn is the social network to engage in. Also known as the Suit-and-Tie social network, LinkedIn has a more serious tone with legitimate return when utilized correctly. LinkedIn is based on the rule of six degrees of separation, which means that you are no more than 6 introductions away from meeting anyone in the world. While more commonly used for those in the B2B sphere, LinkedIn contains much value for anyone in the business world. The first half of our event will focus on LinkedIn, some of the content we will cover includes: • Optimizing your profile • Hiring solutions • Job seeking • Groups and group ownership • Company pages • Endorsements and recommendations • Premium accounts • And much more! This class is suited for those that want to get the most out of LinkedIn. If you're looking to create leads, gain new connections, hire the most qualified candidate, network with power, or even drive traffic back to your site, this class will teach you how to utilize LinkedIn to produce the return you're looking for. The second half of the session will focus on simple social media marketing strategies for small business, and is designed to give small businesses and nonprofit organizations some ideas for growing your organizations. Topics include what to write about, how to get more people to stop and read your messages and how to get more action, or reaction, to your messages and offers. We will discuss what it means to run a campaign and tactics for measuring success without spending a lot of time or money. This is a great class for beginners and smaller organizations looking to accomplish more in less time and with a small budget.

Speaker: Brian Walker - 5 Stones Media

Location: [LSBDC at Southeastern Louisiana University, Livingston Parish Library - Main Branch, Livingston](#)

[Marketing: How to Attract & Retain Customers](#)

Wednesday, November 13, 2013 10:00 AM to 12:00 PM

Are you looking to increase your customer base on a shoestring marketing budget? This seminar will teach you the key marketing points for your product, reveal the secrets to attracting customers, and enable you to determine the layout of your marketing plan. • Free Resources for Marketing and Promoting Your Business • Identify Promotional Tools to Fit Your Business • Define the Foundational 4 P's of Marketing • Perform a Competitive Analysis • Determine Your Company's USP (Unique Selling Position).

Speaker: Dianne Sclafani, Business Consultant

Location: [LSBDC Greater New Orleans Region: Main Office, UNO Jefferson Center, *Metairie](#)

Fee: \$ 35.00

[Networking Effectively to Increase Sales](#)

Wednesday, November 20, 2013 3:00 PM to 5:00 PM

People in the Greater New Orleans area like to do business with people they know. Networking is an ongoing, essential part of a marketing plan for new and established entrepreneurs. Learn how to have fun by staying current, competitive, and collaborating with other business owners. Discover how to find and get involved in business associations, attend events, create a speed business speech, and gain skills to work the room to grow your business.

Speaker: Dianne Sclafani, Business Consultant

Location: [LSBDC Greater New Orleans Region: Main Office, UNO Jefferson Center, *Metairie](#)

Fee: \$ 40.00

UPCOMING WORKSHOPS....

Start-up Assistance

Start Up Orientation: Starting and Financing Your Business

Tuesday, October 29, 2013 3:00 PM to 5:00 PM

This workshop is highly recommended for all individuals interested in determining the feasibility of their business idea, planning to start or have recently started a small business, seeking a small business loan, or wanting to learn more about business planning. Topics of discussion will include: -Entrepreneurship Readiness -Sources of Funds for Start-Up - Required Licenses -Writing a Business Plan.

Speaker: Sarah Burch, Business Consultant

Location: [Terrebonne Parish Library NORTH BRANCH, Small Meeting Room, Gray, LA](#)

5 Steps to Secure Financing

Wednesday, October 30, 2013 4:30 PM to 6:30 PM

Learn what to do before approaching a lender. This seminar will help identify and assess business' financial needs, identify sources of capital, and prepare the essential documents for a lender or investor. Knowing what the lender is looking for and the questions the lender wants answered may improve the chances of obtaining the financing that the business needs. Participants will receive helpful forms to use in preparing a financial package to access capital. - Key Questions Lenders Want Answered -Worksheets to Determine Start-up Costs, Personal Financials, and Budgets -How to Prepare the Loan package -Documentation the Lender will Request.

Speaker: Wayne Aucoin

Location: [South Central Louisiana Technical College: River Parishes Campus, Reserve](#)

Simple Steps for Starting Your Business - Mandeville

Tuesday, November 05, 2013 8:30 AM to 4:30 PM, 1 sessions ending Wednesday, November 06

Schedule: Session 1 - ATTEND ONE - October 23 (Mandeville) OR October 29 (Slidell), 2013 - 5:00pm to 6:30pm - Start-up Basics (FREE) Session 2 - November 5, 2013 - Business- Concept Session 3 - November 5, 2013 - Marketing Plan Session 4 - November 6, 2013 - Financial Projections Session 5 - November 6, 2013 - Funding Sources and Next Steps This series will help you: -Define and evaluate your ideas. -Develop a marketing strategy. -Identify the best ways to fund your startup. -Turn your idea into action with tools and templates. -Get useful and helpful mentoring sessions. - Connect with other entrepreneurs. You get the whole series for \$100. Early bird registration is \$75 by November 5, 2013. One additional person from the same company can attend at NO COST!

Speaker: SCORE North shore, Louisiana SDDC

Location: [LSBDC at Southeastern Louisiana University, SLU St Tammany Center, Mandeville/Abita Springs](#)

Fee: \$ 100.00

Starting and Financing a Small Business

Wednesday, November 06, 2013 10:00 AM to 12:00 PM

This workshop is highly recommended for all individuals interested in determining the feasibility of their business idea, planning to start or have recently started a small business, seeking a small business loan, or wanting to learn more about business planning. Topics of discussion will include writing a business plan, sources of funds for start-up and expansion, small business resources, and required licenses.

Location: [Louisiana Technology Park, Baton Rouge](#)

UPCOMING WORKSHOPS....

Starting and Financing a Small Business

Wednesday, November 06, 2013 2:30 PM to 4:30 PM

This workshop is highly recommended for all individuals interested in determining the feasibility of their business idea, planning to start or have recently started a small business, seeking a small business loan, or wanting to learn more about business planning. Topics of discussion will include entrepreneurship readiness, writing a business plan, sources of funds for start-up and expansion, small business resources, and required licenses.

Speaker: LSBDC at UL Lafayette staff

Location: [Lafayette Economic Development Authority, Conference/Media Room, Lafayette](#)

How to Form & Register Your Business

Thursday, November 07, 2013 2:00 PM to 5:00 PM

Proper licenses and permits are necessary to operate a business. This seminar teaches how to obtain tax ID numbers, permits, and licenses. The seminar examines the differences between "C" and "S" Corporations, sole proprietorships, partnerships, and LLC's. Elements that business structures are based on are discussed such as taxes, ownership, responsibility, control, risk, operations, and employee requirements. -Advantages & Disadvantages of each Legal Structure -Legal Structure Quiz -Filing Forms for Selecting an Organizational Structure are Provided.

Speaker: Al Overman, Business Consultant

Location: [LSBDC Greater New Orleans Region: Main Office, UNO Jefferson Center, *Metairie](#)

Fee: \$ 35.00

Starting & Financing A Small Business

Tuesday, November 12, 2013 3:00 PM to 5:00 PM

Free Seminar. Please pre-register so we can prepare for your attendance. Phone (337) 475-5529 or email lsbdc.msu@lsbdc.org. This seminar will be held at the SEED Center of McNeese State University.

Location: [LSBDC at McNeese State University, SEED Center, Lake Charles](#)

Starting and Financing a Small Business

Wednesday, November 13, 2013 9:00 AM to 11:00 AM

This workshop is highly recommended for all veterans, or anyone registered with ACAP, who are interested in determining the feasibility of their business idea, planning to start or have recently started a small business, seeking a small business loan, or wanting to know more about business planning. Topics of discussion will include writing a business plan, sources of funds for start-up and expansion, small business resources, and required licenses.

Speaker: Mr. Jim Kilcoyne, Business Consultant and Center Director for NSU's Louisiana Small Business Development Center

Location: [Fort Polk, Army Alumni and Career Program, Leesville](#)

Starting & Financing a Business

Thursday, November 14, 2013 6:00 PM to 8:00 PM

This workshop is highly recommended for all individuals interested in determining the feasibility of their business idea, planning to start or have recently started a small business, seeking a small business loan, or wanting to learn more about business planning. Topics of discussion will include writing a business plan, sources of funds for start-up and expansion, small business resources, and required licenses.

Speaker: Cooper Cochran & Bob Boling

Location: [LSBDC at LSU Shreveport: Main Office, LSUS Business/Education Bldg. 103, *Shreveport](#)

UPCOMING WORKSHOPS....

Starting and Financing a Small Business

Tuesday, November 19, 2013 6:30 PM to 8:30 PM

This workshop is highly recommended for all individuals interested in determining the feasibility of their business idea, planning to start or have recently started a small business, seeking a small business loan, or wanting to learn more about business planning. Topics of discussion will include writing a business plan, sources of funds for start-up and expansion, small business resources, and required licenses.

Location: [Ascension Parish Library - Galvez Branch, Prairieville](#)

Start Up Orientation: Starting and Financing Your Business

Thursday, November 21, 2013 2:30 PM to 4:30 PM

This workshop is highly recommended for all individuals interested in determining the feasibility of their business idea, planning to start or have recently started a small business, seeking a small business loan, or wanting to learn more about business planning. Topics of discussion will include: -Entrepreneurship Readiness -Sources of Funds for Start-Up - Required Licenses -Writing a Business Plan.

Speaker: Sarah Burch, Business Consultant

Location: [Terrebonne Parish Library NORTH BRANCH, Small Meeting Room, Gray, LA](#)

Tax Planning

2013 Updates for Tax Preparers, CPAs and EAs

Tuesday, October 29, 2013 8:30 AM to 11:45 AM

Representatives from the Louisiana Department of Revenue and the Internal Revenue Service will address recent updates affecting how tax preparers and practitioners do business. Topics will include: wage reporting, electronic services, new adjusted 94X forms, due diligence, and more. Questions and comments are encouraged. 8:30 - 9:00 Registration 9:00 - 10:15 LDR Updates 10:15 - 10:30 Break 10:30 - 11:45 IRS Updates **Certificates of Attendance Will Be Issued**

Speaker: LDR and IRS

Location: [LSBDC at the University of Louisiana at Monroe, Ouachita Parish Public Library - Main Branch, *Monroe](#)

Fee: \$ 20.00

Tax Updates for CPAs, Tax Preparers and Enrolled Agents

Wednesday, October 30, 2013 9:00 AM to 12:00 PM

Representatives from the Internal Revenue Service and the Louisiana Department of Revenue will address recent updates affecting how tax preparers and practitioners do business. Topics will include: wage reporting, electronic services, due diligence, and more. 2013 Updates for Tax Preparers, CPAs and EAs will be presented in a classroom setting. Questions and comments are encouraged. Cost is \$30. Register online at www.ce.lsus.edu and type "tax" in the search box or call 798-4177.

Speaker: Louisiana Department of Revenue and Internal Revenue Service

Location: [LSBDC at LSU Shreveport, University Center, Shreveport](#)

Fee: \$ 30.00

UPCOMING WORKSHOPS....

2013 Updates for Tax Preparers and CPAs

Thursday, October 31, 2013 8:30 AM to 11:30 AM

This workshop is presented by the Louisiana Department of Revenue and the Internal Revenue Service. Representatives from these agencies will address recent updates affecting how tax preparers and practitioners do business. Business owners are encouraged to invite their bookkeepers, accountants, and tax consultants. Questions and comments are encouraged during the workshop. Certificate of Attendance will be issued.

Location: [The Learning Center of Rapides Parish, England Airpark, Alexandria, LA.](#)

Fee: \$ 35.00

Louisiana Amnesty Program & Incentives - Mandeville

Thursday, October 31, 2013 9:00 AM to 12:00 PM

Tax Incentive Programs are offered in Louisiana for new and existing companies that are expanding and creating job opportunities. The incentives are typically in the form of sales and use tax rebates, tax credits, and tax exemptions. This event will provide a detailed overview that will include program rules and application processes for: Enterprise Zone, Industrial Tax Exemption, Restoration Tax Abatement, Small Business Loan Guaranty, Quality Jobs, Modernization Tax Program, EDAP Program/Training Grants and Performance Based Grants. An update from the 2013 Legislative session will also be provided. This will include information on the Louisiana Amnesty Program, giving taxpayers the opportunity to officially apply for a reprieve and submit payment for all tax periods that are outstanding. We will review the important effective dates to enroll in the Amnesty Program and important items to consider before applying for Amnesty will be reviewed. The Louisiana Amnesty Program issued by the Regular Louisiana Legislative Session 2013 under House Bill No. 456, could save you all of the penalty and half of the interest on taxes due. This class is open to small business owners, certified public accountants, bankers and potential business owners interested in learning how to take advantage of financial incentives provided through the state.

Speaker: Didier Consultants

Location: [LSBDC at Southeastern Louisiana University, SLU St Tammany Center, Mandeville/Abita Springs](#)

Featured DBE Firm

CLH builders LLC is a licensed residential and building construction entity. The company's president is Christopher Hitchens. CLH Builders LLC has been licensed since 2008 in the state of La. and stands on the commitment of keeping its customers first. At its inception, Chris's vision was to primarily operate in the residential contracting field but later saw the need to acquire his Building Construction license to service a broader base of people. CLH Builders LLC was certified in 2012 as a DBE by the LADOTD and is presently seeking certification as a SBE.

Chris has a B.S. Degree in business management from Southern University A&M. He is committed to be a formidable, reputable, and competitive small business company. At present, he works in all aspects of residential and building construction and is pursuing expanding his business to include highway construction.

Congratulation to Mr. Chris Hitchens on being our "Featured DBE" of the month. May you have continued success with your business.

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Louisiana Department of Transportation

Letting of 11/13/2013 LA DOTD Headquarters

Project: H.000101.6 UNION PACIFIC R/R OVERPASS
NEAR GREENWOOD
(DBE GOAL FED 10%)
(OJT Goal 2 Trainees)

grading, class ii base course, superpave asphaltic concrete pavement, concrete slab span bridge, and related work
Parish(es): Caddo
Route(s): US 80
Federal: H000101
Estimated Cost Range: \$2,500,000 to \$5,000,000

Project: H.001156.6 LA 3 Acceleration Lane

grading, pavement patching, portland cement concrete pavement and related work
Parish(es): Bossier
Route(s): LA 3
Federal: H001156
Estimated Cost Range: \$100,000 to \$250,000

Project: H.001872.6 Calcasieu River & Creek bridges
(DBE GOAL FED 10%)
(OJT Goal 10 Trainees)

clearing and grubbing, grading, drainage structures, cold planing asphaltic concrete, class ii base course, lime treatment, superpave asphaltic concrete overlay and related work.
Parish(es): Vernon
Route(s): LA 8
Federal: 2261(011)
Estimated Cost Range: \$15,000,000 to \$20,000,000

Project: H.005683.6 LA 663: BAYOU L'OURSE BRIDGE
(DBE GOAL FED 10%)

pedestrian bridge and related work.
Parish(es): Orleans
Federal: H006568
Estimated Cost Range: \$1,000,000 to \$2,500,000

Project: H.008008.6 Turkey Creek Bridge
(DBE GOAL FED 10%)
(OJT Goal 1 Trainees)

grading, drainage structures, precast prestressed concrete girder bridge, superpave asphaltic concrete pavement and related work.
Parish(es): Franklin
Route(s): LA 3201
Federal: H008008
Estimated Cost Range: \$2,500,000 to \$5,000,000

Project: H.009263.6 US 190: LEFT TURNLANE AT LA 449

(SBE GOAL FED 4%)
bridge repairs, and related work
Associated Projects: H.009480.6
Parish(es): Ouachita
Route(s): I-20
Federal: H009480
Estimated Cost Range: \$20,000,000 to \$30,000,000

Project: H.009558.6 LA 127: CALDWELL PARISH LINE - LA 1238

(DBE GOAL FED 6%)
drainage structures, cold planing asphaltic concrete, pavement patching, superpave asphaltic concrete overlay and related work
Parish(es): Winn
Route(s): LA 127
Federal: H009558
Estimated Cost Range: \$1,000,000 to \$2,500,000

Project: H.009617.6 I-10: CALCASIEU PARISH LINE TO WELSH

(DBE GOAL FED 7%)
cold planing asphaltic concrete, thin asphaltic concrete (ogfc) and related work.
Parish(es): Jefferson Davis
Route(s): I-10
Federal: H009617
Estimated Cost Range: \$2,500,000 to \$5,000,000

Project: H.009636.6 I-10: INTERCHANGE REPAIR @ LA 1 & LA 415

(DBE GOAL FED 11%)
superpave asphaltic concrete pavement, cold planing asphaltic pavement, pcc patching, slope repairs and related work.
Parish(es): West Baton Rouge
Route(s): I-10
Federal: H009636
Estimated Cost Range: \$1,000,000 to \$2,500,000

Project: H.009911.6 LA 414 N: THIN ASPHALTIC CONCRETE OVERLAY

(SBE GOAL FED 7%)
drainage structures, pavement patching, thin asphaltic concrete overlay and related work.
Parish(es): Pointe Coupee
Route(s): LA 414 (N)
Federal: H009911
Estimated Cost Range: \$250,000 to \$500,000



Louisiana Department of Transportation

Project: H.009943.6 US 190: MS RIVER BRIDGE CLEANING, PAINTING & REPAIR PHASE II

painting, bridge repairs, and related work.
Parish(es): East Baton Rouge, West Baton Rouge
Route(s): US 190
Estimated Cost Range: \$15,000,000 to \$20,000,000

Project: H.010296.6 LA 509: AREA EACH SIDE OF I-49 (DBE GOAL FED 6%)

superpave asphaltic concrete overlay, cold planing, pavement patching, guardrail, and related work.
Parish(es): Desoto
Route(s): LA 509
Federal: H010296
Estimated Cost Range: \$500,000 to \$1,000,000

Project: H.010321.6 US 167: PURPLE HEART BRIDGE - US 165 (DBE GOAL FED 5%)

pavement patching, superpave asphaltic concrete pavement, and related work.
Parish(es): Rapides
Route(s): US 167
Federal: H010321
Estimated Cost Range: \$500,000 to \$1,000,000

Project: H.010373.6 LA 497: 7th AVE - JCT. LA 112

drainage structures, cold planing, asphaltic concrete, pavement patching, superpave asphaltic concrete overlay, and related work.
Parish(es): Rapides
Route(s): LA 497
Estimated Cost Range: \$2,500,000 to \$5,000,000

Project: H.010386.6 US 51: N JCT LA 10 - MISSISSIPPI S/L (DBE GOAL FED 6%) (OJT Goal 1 Trainees)

cold planing asphaltic concrete, pavement patching, pavement widening, superpave asphaltic concrete overlay and related work.
Parish(es): Tangipahoa
Route(s): US 51
Federal: H010386
Estimated Cost Range: \$5,000,000 to \$7,500,000

Project: H.010674.6 DMS Ladder System Statewide - Phase 2 (DBE GOAL FED 1%)

intelligent transportation systems and related work.
Parish(es): East Baton Rouge, Ascension, West Baton Rouge, Iberville
Route(s): I-12, US 61, I-10, I-110
Federal: H010674
Estimated Cost Range: \$500,000 to \$1,000,000

Project: H.010709.6 MADISONVILLE SWING BRIDGE PERMANENT REPAIRS

AS-BUILT PLANS FURNISHED FOR REFERENCE USE ONLY

movable bridge machinery repair and related work.
Parish(es): St. Tammany
Route(s): LA 22
Federal: H010709
Estimated Cost Range: \$100,000 to \$250,000



Louisiana Department of Transportation

RFP Advertisements for Professional Services Contracts for LA DOTD

Date	Project No.	Project Name	Parish(es)	Closing Date
10/21/13	4400004350	Retainer Contracts For Cpm Analysis	Statewide	11/6/2013
10/21/13	H.010037	New Ferry Boat Construction	Cameron	11/6/2013
10/18/13	30001662	Factors Influencing Seatbelt Utilization In Louisiana And Strategies To Improve Usage Rates	Statewide	12/6/2013
10/18/13	4400004274	Hollywood Road Widening	Terrebonne	11/4/2013
10/14/13	4400004011	Retainer Contract For Speed Study And Review	Statewide	10/29/2013
10/14/13	4400004064	Retainer Contract For Traffic Engineering	Statewide	10/29/2013
10/14/13	4400004426	Addend. No. 1 Finks Hide-A-Way Road, Phase I	Ouachita	10/29/2013
10/14/13	4400004426	Addend. No. 2 Finks Hide-A-Way Road, Phase I	Ouachita	10/29/2013
10/14/13	H.007065	Finks Hide-A-Way Road, Phase I	Ouachita	10/29/2013

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What can SJB Group do for You?

SJB Group, LLC can provide **free assistance** to certified LADOT DBE firms in the following areas:

SJB Group can assist you by: preparing company business cards, profile sheets, and providing information on recommended target areas for your marketing efforts.

By acting as a liaison between the DBE Contractor and Prime Contractor for project information, and in problems occurring on the jobsite.

By informing of upcoming LADOT lettings, and project information for other agencies throughout the state. SJB can assist you in locating bid tabulation information as well.

By providing assistance and guidance on material takeoffs, bid preparation and estimating, project scheduling, and planning for projects that DBE firms are bidding or plan to bid in the near future.

By helping with office computer operations to include trouble-shooting problems, Internet access and software installation, and basic to technical computer training.

By assisting in financial areas such as loan and bond package preparations, company financial statements, business plan preparation, and SBA 8(a) and Hub-Zone certification packages.